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CHANGES TO THE ENVIRONMENT

PUBLIC RIGHTS-OF-WAY

Streets, sidewalks, alleys, and other public spaces link the District's buildings and structures to each other and the rest of Winston-Salem. Dimensions, topography, and patterns are important underlying features of the District's character. Service alleys are common features of older neighborhoods providing convenient access to the rear of homes and businesses. Contact the City-County Planning and Inspections Department to verify the required authorizations for changes made in the public rights-of-way.

GUIDELINES

1. Preserve and maintain the topography, historic features, and dimensions of rights-of-way and sidewalks that contribute to the historic character of the District.
2. Protect and preserve historic features, including granite curbing, and brick or stone gutters. Removing, obscuring, or concealing granite curbing is inappropriate. Exposing and restoring granite curbs that have been covered is appropriate.
3. Repairs to, and replacements of, sidewalks, curbs, and paving shall match adjacent material.
4. Grading that significantly alters the topography of the public right-of-way is inappropriate.
5. Maintain street trees and the planting strip between the street and sidewalk. Installing pavement or other hard materials in the planting strip is inappropriate.
6. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

CHANGES TO THE ENVIRONMENT

WALKWAYS, STEPS, AND RAILINGS

Walkways and steps are features that aid circulation and contribute to the character of the individual property and the District. In front yards, they connect the front door of a building to the public right-of-way, creating a pedestrian-friendly and inviting community.

Depending on the topography, walkways often incorporate steps. The design of steps often emphasizes the naturalistic qualities of the landscape, promoting a picturesque environment and park-like setting. Traditional materials for walkways and steps include granite, concrete, and brick.

The steep slope in many yards has necessitated the installation of modern railings along the steps and walkways in the District. Typically, the railing found in the District is a simple handrail that appears on one side or down the middle of the steps or walkway.

GUIDELINES

1. Retain and preserve the topography, design, pattern, configuration, features, dimensions, and materials of existing walkways and steps that contribute to the historic character of the District. Removal of steps or walkways that connect a building with the sidewalk is inappropriate.
2. Repair only the deteriorated portion of a historic walkways and steps in an area of high visibility rather than the entire feature. Match the original in-kind. Patching non-asphalt paving materials, in areas of high visibility, with asphalt is inappropriate.
3. Replace a completely missing, deteriorated, damaged, or inappropriate walkway or step with a new feature based on accurate documentation of the original design or a new design compatible with the historic character of the property and District.
4. Design new and highly visible walkways, steps, and railings to be compatible with existing walkways, steps, and railings that contribute to the historic character of the property and District. Locate new walkways so that the topography of the property and significant site features are retained.
5. Appropriate materials for new or replacement walkways and steps in areas of high visibility include stone, brick, and concrete. Asphalt is an inappropriate walkway material in areas of high visibility.

6. Appropriate materials for new or replacement railings in areas of high visibility include high-quality, painted metal or wood.
7. Steps, walkways, and railings in areas of low visibility will reviewed for their dimensions, impact on ay historic site features, and impact on topography.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Driveways and parking areas aid with vehicular circulation. Maintaining the traditional configuration of driveways is essential to preserving the historic character of the District. Single-lane driveways located at the side of the building are the most common type of driveway in the District. Driveway designs in the District include unpaved paths, two concrete or brick driveway strips, or complete brick or concrete driveway surfaces. Traditional driveway paving materials include gravel, concrete, stone, and brick.

GUIDELINES

1. Retain and preserve the topography, configuration, dimensions, and materials of highly-visible driveways and parking areas that contribute to the-historic character of the District.
2. Repair deteriorated or damaged portions of a highly-visible driveway or parking area in-kind. Maintain the original location and width.
3. Design new driveways to be compatible with the width, location, material, and design of existing driveways in the District. Double-width and circular driveways are inappropriate in areas of high visibility.
4. Construct new driveways and parking areas in locations that require a minimum of alteration to historic site features, including topography, retaining walls, curbs, and sidewalks. Keep new driveway aprons and curb cuts to the minimum width required. Driveways shall lead directly to the rear or side of the building.
5. Appropriate paving materials for driveways and parking areas in locations of high visibility include gravel, stone, tinted-concrete, and brick. Asphalt may be used in areas of low visibility.
6. Parking shall be screened, or partially screened, from view and located in an area of low visibility. It is inappropriate to locate parking directly in front of a building.
7. Pay-to-park equipment should be visually unobtrusive and use limited signage.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District

RETAINING AND OTHER LANDSCAPE WALLS

As part of the original landscaping plan for the District, the stone walls found within West End are a significant character-defining feature of the neighborhood. Beyond the aesthetic appeal of the walls, they also retain the earth between differing grade elevations, which are prevalent in the District, especially along the sidewalks. These walls help to establish a sense of visual continuity in the neighborhood while retaining the steep hillsides and assisting with erosion control.

Similar to steps, the retaining walls also assist in creating a close relationship between the District's landscape and architecture. In many cases, granite walls tie directly to granite steps, foundations, and/or porch features. The size and finish of the stone, as well as its mortar and design, are distinctive features that contribute to the historic character of the District.

Walls vary in height along the streets due to changes in grade and aesthetic considerations. It is important to maintain existing height and consistency of these walls. Many of the original walls were constructed of granite; however, other materials used in the District include other types of stone, brick, concrete, and stucco.

GUIDELINES

1. Retain and preserve walls in areas of high visibility that contribute to the historic character of the property. Retain and preserve design features or unique construction methods in areas of high visibility. Examples include, but are not limited to, beaded mortar joints, stone pattern or design, and stone caps.
2. Repair only the deteriorated portion of a historic wall in an area of high visibility rather than the entire feature. Match the original in-kind.
3. Replace a completely missing or deteriorated historic wall in an area of high visibility with a new wall based on accurate documentation of the original design or a new design compatible with the historic character of the property and District.
4. Design new walls to minimize impact to the property's historic features and to be compatible with the site in setback, size, and scale.

5. Appropriate materials for new walls in areas of high visibility include stone, stucco, brick, or tinted poured-in-place concrete. The new design shall be consistent with existing walls on the property or in the District.
6. Landscape timbers, railroad ties, concrete block, modern landscaping blocks, and dry stack rock are inappropriate materials for retaining walls in areas of high visibility.
7. New retaining walls in areas of low visibility will be reviewed for their impact on site topography and historic site features.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Fences are not a historic feature of the West End landscape. However, modern life in the District has increased residents' need for fencing. New fences in areas of high visibility should not obscure the view of the building from the street, nor should they detract from the residential character of the West End.

GUIDELINES

1. Retain and preserve the Victorian ironwork fence at the Dalton Memorial Garden, the site of the Frank Miller House.
2. Design new fences and fence features to minimize impact to the historic building. New fences and their associated features shall not significantly obscure the view of the building from the street. Both fence height and level of transparency through the fence shall be considered when assessing the level of obscurity created by fences. A fence with panels that are 50% or more open space shall not be considered to obscure the building from the street.
3. Appropriate materials for new fences in areas of high visibility include painted or stained wood, cast iron, steel, and aluminum. A variety of materials, including vinyl-coated chain link, pressure-treated wood, composite wood, and pre-fabricated wood lattice, are appropriate in areas of low visibility.
4. The design of new fences in areas of high visibility shall be compatible with the design or period of the building and consistent with the period of significance of the District.
5. Solid privacy fences without articulation of the exterior wall plane are inappropriate when adjacent to any street. They are appropriate in rear yards not adjacent to the street.
6. The height of fences in the front yard of the building shall be limited to forty-two (42) inches. The front yard is defined as the open space between the primary facade of the building and the right-of-way.
7. It is inappropriate to construct fences with the structural side facing out away from the yard being enclosed.
8. Posting of commercial, contractor, or manufacturer signs is inappropriate.
9. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Parks are a source of pleasure for residents. Grace Court, Spring Park, and Hanes Park were part of the picturesque plan for the West End neighborhood. Park and communal areas include functional and recreational features that require repair and replacement. Street and park furniture includes trash receptacles, benches, fences, water fountains, picnic tables and planters. Recreational features include playgrounds, sports fields, and tennis courts. The historic character of the neighborhood should be considered when selecting the type, size, and location of park features and details.

GUIDELINES

1. Preserve and maintain historic park features such as stone entrances and steps, creek beds, bridges, and significant trees that contribute to the historic character of the District.
2. Repair historic park and site features to match the original in-kind.
3. Design and install new or replacement park features, including street furniture, park furniture, trash receptacles, fountains, recreational features, and other site features, to protect historic resources and be compatible with the naturalistic character of the park and District.
4. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

CHANGES TO THE ENVIRONMENT

LANDSCAPE FEATURES

The landscaping plays a significant role in creating the character of West End. Lush yards and gardens, hilly topography, and terracing are all historic features of the West End.

Garden ornamentation, such as birdbaths, fountains, urns, trellises, and statuary, were common features of turn-of-the-century gardens and are appropriate today. Care should be taken to not detract from the property with a profusion of ornamentation or inappropriate design.

GUIDELINES

1. Retain and preserve the historic relationship between buildings and landscape features of the District, including site topography and terracing.
2. Retain and replant the avenue of maple trees in Hanes Park, five on either side of the path between the stone entrance to the park and the primary footbridge over Peters Creek.
3. Retain and replant the Willow trees randomly planted along Peters Creek in Hanes Park.
4. Protect trees on public lands and their critical root zones from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. The critical root zone is the ground radius of a tree calculated as the equivalent of 1.5 feet for every diameter inch of the tree.
5. When replacing or installing new ground cover in areas of high visibility, it is inappropriate to use landscape materials that are not compatible with the period of significance of the District, i.e. materials that were not commonly available before 1930. Inappropriate materials include, but are not limited to, crushed stone, artificial pebbles, and brick chips.
6. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

CHANGES TO THE ENVIRONMENT

EXTERIOR LIGHTING

Electric lighting was brought to Winston-Salem in August 1887 by the Winston Electric Light and Motive Power Company. By the turn-of-the-century, electric lighting became commonplace, replacing gas, which had been introduced earlier in the 19th century. Historically, the designs of exterior and interior lights reflected the period of the buildings as well as the economic status of the occupants. Nevertheless, historic street lighting does not remain in the West End, and many, if not all, of the historic light fixtures on private property have been replaced.

GUIDELINES

1. In areas of high visibility, install exterior light fixtures that are compatible with the historic character of the property, streetscape, and District. The location, design, size, and scale of a proposed fixture shall be compatible with the historic character of the property and District.
2. Attach new light fixtures in the manner that is minimally damaging to the historic building.
3. In areas of high visibility, it is appropriate to install new landscape lighting that is compatible with the human scale and the historic character of the property and the District. The location, design, size, and scale of a proposed fixture shall be compatible with the historic character of the property and District.
4. In areas of high visibility, it is not appropriate to install uplighting of the house or site features or moonlighting in the yard or trees.
5. It is appropriate to introduce new street lighting that does not detract from the historic character of the District. It is not appropriate to install period street lighting fixtures from an era that predates the District to create a false historical appearance.
6. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

SIGNAGE

The West End is composed of buildings with a multitude of uses including residential, commercial, and institutional. Over time, the original function of many buildings has changed, requiring exterior signage to assist in identifying the new use. However, purpose-built commercial buildings have been present in West End since its inception and various types of signage have been utilized through time to identify these businesses. These signs reflected the era and the District. Signs in residential locations were often located beside the front walk near the public sidewalk.

In order to maintain the historic context of the neighborhood, it is important to install signage that will not detract from the pedestrian scale of the neighborhood or the original function and purpose of the building. New signage on commercial and institutional buildings should never obscure or damage significant building features or details.

A sign is considered new if it did not previously exist with the building, if there is a change in the main panel or body of the sign, or if a new sign of a different design covers an existing sign. All new signage must meet the Guidelines. Signs also require permits from the Winston-Salem/Forsyth County Inspections Division.

GUIDELINES

1. Signs shall be compatible with the size, scale, and design of the historic building.
2. Signs shall not conceal, obscure, damage, or destroy any significant architectural features or details. Signs shall not cover large portions of the façade, significant architectural features, or significantly block streetscape views.
3. Signs shall not shadow or overpower adjacent structures.
4. Signs shall be removable.
5. Construct new signage of materials such as wood, stone, metal, or of sturdy contemporary materials.
6. The design and size of the mounting apparatus shall be compatible with the building and enhance the sign's design.
7. Signs shall be attached to the building carefully, to prevent damage to historic fabric. Fittings shall penetrate mortar joints rather than brick, for example, and sign loads shall be properly calculated and distributed.

8. Signs may be lit with soft, indirect lighting sources, unobtrusive ground-mounted spotlights, or other unobtrusive lighting. Signs may not flash, blink, or strobe.
9. Internally illuminated and backlit signs are appropriate in the commercially-zoned areas of the District. The use of internally illuminated sign faces shall be limited to lighting of the individual letters and accents. The use of large panel internally illuminated signs is not appropriate. The illumination source for a sign shall be compatible with both the sign and building.
10. Use freestanding signs for residential buildings used for nonresidential purposes. Freestanding signs shall be located close to the front walk and near the public sidewalk.
11. For commercial, institutional, and multi-family residential buildings, design signs to be integral to the overall building façade and site.
12. Projecting signs for nonresidential buildings shall be limited in number and size. Projecting signs shall not obscure building facades or interrupt the rhythm of the streetscape.
13. Signs on awnings are appropriate, provided sign size is proportional to the awning size.
14. Small identification signs, measuring 144 square inches or less, at the entrance to the building are appropriate and do not require a certificate of appropriateness.
15. Painted wall signs are appropriate on buildings that were originally built for a commercial use in the commercially-zoned areas of the District, if applying paint will not destroy or damage the surface of the historical building. Ghost signs shall be retained and preserved.
16. Minimize signage in the public right-of-way. Locate necessary signage so that the historic character of the District is minimally affected. It is inappropriate to install large clusters of signage that block streetscape views.
17. Monument signs are inappropriate.
18. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

GARAGES AND ACCESSORY BUILDINGS

A number of original garages, carriage houses, and other accessory or outbuildings survive in the District. These buildings contribute to the historic character of individual property and the District. In some cases, the garage or other buildings echo the architectural style, materials, and details of the main house on the site. Others are simple frame buildings, whose size would allow them to accommodate little more than a single car. Gradually, over time and with the rise of the automobile, the size of carriage houses or garages became more substantial and sometimes included living quarters over the garage area.

Most early garages or carriage houses were located in the rear yard and accessed either by a linear driveway leading from the street or from the rear of the property by an alley. Corner lots sometimes oriented garages toward the side street. Smaller storage buildings and sheds were typically located unobtrusively in the rear yard.

GUIDELINES

1. Retain, maintain, and preserve garages and accessory buildings that contribute to the historic character of the property and District, including their foundations, roofs, siding, masonry, windows, doors, and architectural trim.
2. Repair deteriorated features of contributing garages and accessory buildings rather than replacing the entire feature. Match the original features or details in-kind.
3. Replace a historic garage or accessory building that is missing or deteriorated beyond repair with a new building based on accurate documentation of the original design or a new design compatible with the historic character of the property and District.
4. Locate new garages and accessory buildings in the rear yard or areas of low visibility. Locate and orient new garages and accessory buildings consistently with the historic relationship of garages and accessory buildings to the principal building and the site.
5. In areas of high visibility, design new garages and accessory buildings, and additions to existing garages and accessory buildings, to be compatible with the property and contributing outbuildings in the District.
6. Limit the size and scale of garages and accessory buildings so that the integrity of the principal building and open space of the existing lot is not significantly reduced. New garages and accessory buildings shall have rooflines below those of the principal building.

7. Repair and use of original garage doors is appropriate when the operation of the garage doors is modernized. If it is not practical for original doors to be adapted for a new operation, replacement doors shall be compatible with the original doors in appearance.
8. Replace a missing, damaged, or deteriorated historic garage door with a new door based on accurate documentation of the original design or a new design compatible with the building and District's historic character.
9. It is inappropriate to use pre-fabricated buildings and vinyl or metal materials to sheathe garages and accessory buildings in areas of high visibility.
10. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

As technology evolves, a compromise must be made between changing needs and the preservation of historic neighborhoods. Accessory features, including but not limited to, mechanical equipment, communication systems or devices, renewable energy systems, security systems, and recreational features, should be carefully planned for and located so that they do not diminish the character of an individual property or the District.

GUIDELINES

STRUCTURAL AND MECHANICAL SYSTEMS

1. Install mechanical equipment, such as heating and air-conditioning units, in places requiring minimal alteration to the exterior of the building. Place all exposed exterior pipes, meters, utility boxes, and fuel tanks in areas of low visibility whenever practical. Screen these features from public view.
2. Locate communication equipment, security cameras, and other modern equipment that is inconsistent with the historic character of the District in unobtrusive locations or locations screened from public view.
3. Locate vehicle charging stations in areas of low visibility.
4. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

TRASH CONTAINERS, DUMPSTERS, AND RECREATIONAL FACILITIES

1. Commercial dumpsters shall be in areas of low visibility or locations screened from public view. Screen commercial dumpsters with vegetation, vertical wood board enclosures, or masonry enclosures.
2. It is appropriate to install recreational features, including in-ground swimming pools, in-ground basketball hoops, hot tubs, saunas, swing sets, built-in grills/kitchens, playsets, and playhouses in areas of low visibility.
3. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

CHANGES TO THE ENVIRONMENT

ARCHAEOLOGICAL RESOURCES & HUMAN BURIALS

An "archaeological resource" is defined as material evidence of past human activity, which is found below the surface of the ground or water, a portion of which may be visible above the surface. Archaeological resources lying within the District boundaries should not be materially altered, restored, moved, or destroyed.

Modification of archaeological resources does not require approval by the Historic Resources Commission; however, if it is believed that an archeological resource has been discovered, contact Commission staff or the Office of State Archaeology for further assistance.

If a human burial is unearthed during construction, immediately stop work and contact the Forsyth County Medical Examiner and the Forsyth County Sherriff.

CHANGES TO THE BUILDING EXTERIOR

MASONRY, STUCCO, AND PEBBLEDASH

Masonry is used throughout the District and is a material that contributes to the character of the District. A variety of historic masonry materials, including brick, limestone, granite, stone, concrete, concrete block, terra-cotta, and clay tile, are employed for a range of distinct features. Brick is one of the most frequently occurring masonry building materials found in the District. Older brick walls have a patina and certain characteristics, which should be preserved and enhanced.

Stucco and pebbledash are two popular textured exterior wall treatments found throughout the District. Stucco is a textured exterior finish, which is composed of portland cement, lime, and sand mixed with water. Pebbledash is a textured exterior finish that applies small stones to a fresh coat of plaster on an exterior wall to create a textured appearance.

GUIDELINES

1. Retain and preserve historic masonry, stucco, and pebbledash walls, features, and materials that contribute to the historic character of a building and site.
2. Retain and preserve historic masonry, stucco, and pebbledash construction features, such as bonding patterns, corbels, water tables, and unpainted surfaces.
3. Repair or replace deteriorated historic masonry, stucco, and pebbledash, rather than the entire feature, matching the original materials and construction techniques in-kind. Do not use mortars, stucco, or pebbledash that are stronger than the original materials.
4. Replace a completely missing or deteriorated historic masonry, stucco, or pebbledash surface with a new feature based on accurate documentation of the original design or a new design compatible with the historic character of the property.
5. If using the same kind of masonry material is not feasible, then a compatible substitute material may be considered. The substitute material for replacement shall convey the same appearance as the surviving components of the historic feature. If an exception is warranted, the substitute materials used shall match the original in appearance.
6. It is inappropriate to apply paint, waterproofing, cement, stucco, pebbledash, artificial stone, brick veneer, or other coatings to surfaces of contributing buildings and structures that were not previously covered.
7. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

WOOD

Wood is the most commonly used building material in the West End. There are many different examples and forms of wood siding such as weatherboard, flush, novelty, and German. Wooden details, trim, and porch features are also prevalent.

GUIDELINES

1. Retain and preserve wooden cladding and features that contribute to the historic character of a building, including siding, shingles, cornices, architraves, bays, turrets, arches, brackets, entablatures, fascias, moldings, pediments, columns, balustrades, trim, finials, and storefronts.
2. Repair only the deteriorated wood cladding or features rather than the entire feature, matching the original materials and construction techniques in-kind.
3. Replace a completely missing or deteriorated wood feature with a new feature based on accurate documentation of the original design or a new design compatible in character with the historic property.
4. If using wood is not feasible, or a wood feature is proved susceptible to continuous deterioration, then a compatible substitute material may be considered. The substitute material shall convey the same appearance of the surviving components as the historic features and be compatible with the building. If an exception is warranted, the substitute materials used shall match the original in appearance.
5. Removal of later exterior siding materials, such as asbestos shingle, aluminum or vinyl siding, that have not achieved historic significance is appropriate.
6. Covering wood features with synthetic materials is inappropriate.
7. Introducing wooden features or details to a historic building in an attempt to create a false historical appearance is inappropriate.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

ROOFS

The roof is one of the major distinguishing features of a historic building, helping to define its architectural character and the building's overall form. The West End exhibits a wide variety of roof shapes and forms, including but not limited to, gabled, hipped, gambrel, or curved, and, in many cases, a combination of these forms. Changes and additions to a historic building over time are often revealed through variations in the form, pitch, materials, overhang, and detailing of the roof.

Roofing materials also play a major role in the character of early buildings. Roofs are covered with a variety of materials, depending on the age and style of the buildings. Roofing materials found throughout the District include slate, terra-cotta, pressed metal shingles, standing seam metal, asphalt shingles, and cement asbestos roofing.

GUIDELINES

1. Retain and preserve historic roofs, roof forms, and roof materials, including their functional and decorative features such as eaves, cresting, overhangs, rafter tails, crown molding, dormers, chimneys, cupolas, and cornices. Removing highly visible roof features such as dormers, chimneys, cornices, crests, brackets, rafter tails, built-in, hidden, or box gutters and cupolas, is inappropriate.
2. Repair only the deteriorated historic roofs and roof features rather than the entire feature, matching the original materials and construction techniques in-kind.
3. Replace a deteriorated historic roof or roof feature with a new roof or roof feature based on accurate documentation of the original design or a new design compatible in character with the property.
4. If using the historical material is not feasible, then a compatible substitute material may be considered. The substitute material for replacement shall convey the same appearance as the roof covering or surviving components of the roof feature. If an exception is warranted, the substitute materials used shall match the original in appearance.
5. Built-up or membrane roofing systems are appropriate in areas of low visibility. Exposed tar paper is an inappropriate finish material. Roofing tar and asphalt products are inappropriate materials for valley flashings and roof patches.
6. Changing the existing roof lines in areas of low visibility is appropriate.

7. Locate modern features, such as skylights, roof ventilators, solar panels, and satellite dishes, in areas of low visibility. Such features shall not damage the historic character, fabric, or design of the roof.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

WINDOWS AND DOORS

Windows and doors are prominent visual features of historic buildings that reflect the architectural style or period of construction. The arrangement of windows and doors, along with their patterns, locations, sizes, and shapes, greatly contributes to historic character. Historic windows and doors are inset into relatively deep openings in a building wall, or they have surrounding casings and sash components with substantial dimensions. These openings cast shadows that contribute to the character of the building. Frequently, the entire character of a building is destroyed by the alteration of any of these features.

Most house windows in the West End are wood, double-hung windows with a variety of muntin arrangements. The number of panes in the sash varies with the style and period of the house. Doors in the District also have a variety of panel configurations as well as a combination of solid panels and glazing. Commercial and institutional buildings often established a hierarchy through placement, size, and scale of windows and doors. The front façade, particularly its first floor, was usually distinguished from less significant elevations by larger, more decorative windows and doors.

GUIDELINES

1. Retain and preserve windows and doors that contribute to the historic character of a building, including their functional and decorative features such as frames, sashes, muntins, mullions, sills, heads, jambs, moldings, surrounds, trim, glazing, hardware, panels, sidelights, fanlights, thresholds, and shutters.
2. Retain and preserve the position, number, size, proportion, and arrangement of historic windows and doors in areas of high visibility. Cutting new window or door openings or enlarging or reducing the size of historic window or door openings in the main façade is inappropriate.
3. Removing original doors, windows, shutters, hardware, or trim in areas of high visibility is inappropriate. This includes detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery.
4. Repair deteriorated window or door features and details rather than replacing the entire unit. Match the original in-kind.
5. Replace a window or door that is deteriorated beyond repair or missing with a new feature based on accurate documentation of the original design or a new design compatible in character with the

property. Utilize the same material as the original in areas of high visibility when replacement is necessary.

6. If repairing a historic window is not feasible, then modern replacement windows may be considered. The new windows shall convey the same appearance as the historic windows. If an exception is warranted, the substitute materials used shall match the original in appearance and functionality; i.e. casement for casement, double hung for double hung. True-divided light and simulated-divided lights are appropriate in areas of high visibility. It is not appropriate to use grills between the glass in areas of high visibility. Simulated-divided light windows are manufactured with permanently applied interior and exterior muntins, with a spacer bar between the glass.
7. Replace incompatible, non-historic windows or doors with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
8. Flat-surfaced doors, doors with decorative windows that are incompatible with the style of the building, and sliding glass doors are inappropriate in areas of high visibility.
9. Replace historic shutters in highly visible locations in-kind. New shutters shall be introduced in areas of high visibility only when either: (a) consistent with the design of the building, or (b) confirmed to be original to the building by documentary or physical evidence. Adding shutters to noncontributing buildings is appropriate. Substitute materials are appropriate in areas of low visibility and *may* be appropriate in areas of high visibility.
10. New window and door openings are appropriate in areas of low visibility. New window and door openings shall not compromise the structural integrity of the building. Utility entrances shall be located in areas of low visibility or so that they cause minimal alteration to the character-defining features of the building.
11. If a new door or entrance feature is required to meet accessibility codes, see the Safety, Accessibility, and Code Requirements section for appropriate guidelines to follow.
12. Unfinished aluminum storm windows and doors are inappropriate to the District.
13. Install awnings over windows, doors, storefronts, or porch openings with care to ensure that the historic features are not damaged or obscured. Plastic and aluminum strip awnings are inappropriate.
14. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

CHANGES TO THE BUILDING EXTERIOR

ARCHITECTURAL DETAILS

Architectural details help establish a building's distinct character while adding visual interest and defining a building's style or type. Details often showcase superior craftsmanship and architectural design. The designs, materials, and finishes of architectural details are usually associated with a particular style, warranting their preservation. The design, scale, texture, dimension, size, material, location, and finish of architectural details contribute significantly to the historic character of buildings.

GUIDELINES

1. Retain and preserve architectural details that contribute to the historic character of a building, including functional and decorative features such as cornices, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, and storefronts.
2. Repair rather than replace deteriorated architectural details.
3. Replace only the deteriorated portion of an architectural detail that is beyond repair rather than the entire feature. Match the original architectural detail in-kind.
4. Replace a completely missing or deteriorated architectural detail that is beyond repair with a new detail based on accurate documentation of the original design or a new design compatible with the historic character of the property.
5. If using the historical material is not feasible, then a compatible substitute material may be considered. The substitute material for replacement shall convey the same appearance of the architectural detail. If an exception is warranted, the substitute materials used shall match the original in appearance.
6. Permanently removing or altering architectural details in areas of high visibility is inappropriate.
7. Adding architectural details or decorative ornamentation that are not supported by physical or photographic evidence indicating that the building once had such details is inappropriate in areas of high visibility.
8. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Porches are common in the West End. Highly-visible porches and entrances often distinguish a building and allow for stylistic embellishments. Porches take a variety of shapes and forms, varying from small, one-bay porches to the large, wrap-around porches of the Victorian era. Sleeping porches, balconies, side and back porches, mudrooms, pergolas, terraces, and rear entries offer additional outdoor access and living space. Architectural and site details, such as handrails, balusters, balustrades, columns, cornices, moldings, and finials are important parts of these porches and entrances. Stripping a property of these details is inappropriate. Every attempt should be made to keep porches “open.”

Entrances and steps serve as an important first view to the property and should be preserved as they were originally intended. They create the transition from the public space into the private space.

GUIDELINES

1. Retain and preserve entrances, porches, porticos, porte cocheres, and balconies that contribute to the historic character of a building, including their functional and decorative features, such as columns, pilasters, piers, entablatures, balusters, balustrades, sidelights, fanlights, transoms, steps, railings, handrails, floors, and ceilings.
2. Repair or replace only the deteriorated details or features rather than the entire detail or feature. Match the original in-kind.
3. Repair or replace original floors to match the original in-kind. Replacement of wood floors with concrete is inappropriate. It is inappropriate to cover porch floors with artificial turf, indoor/outdoor carpeting, or similar materials. In areas of frequent, recurring deterioration, it is appropriate to install substitute flooring material compatible with the original material in appearance, character, design, and scale.
4. Replace a completely missing or deteriorated historic entrance, porch, or balcony – or feature of such component – with a new component or feature based on accurate documentation of the original design or a new design compatible in character with the historic property.
5. If using the historical material is not feasible, then a compatible substitute material may be considered. The substitute material for replacement shall convey the same appearance of the feature. If an exception is warranted, the substitute materials used shall match the original in appearance.

6. Enclosure of areas beneath porches in highly visible areas with materials compatible with the historic character of the building is appropriate, unless it obscures character-defining features.
7. Enclosure of highly visible historic porches and entrances is inappropriate. If an exception is warranted, it shall be of a transparent material that will not obscure the original building. The structural supports of the enclosure shall be kept to a visual minimum. The enclosure shall be reversible and not obscure, damage, or destroy any character-defining features. Such enclosures shall be installed inside of any original structural components.
8. New entrances, porches, and balconies located in areas of low visibility are appropriate.
9. Covering highly-visible decorative or functional features, such as soffits, brackets, spindle work, or columns, is inappropriate.
10. Removing any historic detail associated with a highly-visible entrance or porch, such as spindle-work, beveled glass, or beaded board, is inappropriate unless required by an authentic restoration.
11. Removing a highly-visible original entrance, porch, or balcony is inappropriate.
12. Adding features or details to a highly-visible, historic entrance, porch, or balcony that will create a false historical appearance is inappropriate.
13. Locate new egress stairs in areas of low visibility. If it is necessary to locate egress stairs where they will be visible from the sidewalk, they shall be compatible with the historic character of the building.
14. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Similar to porches, decks, terraces, and patios are widely used for exterior living spaces and are common features to many properties in the West End. Decks, terraces, and patios can be constructed in areas of low visibility.

GUIDELINES

1. Install decks, terraces, and patios in areas of low visibility. Decks that project out or that cantilever beyond the sides of the building are inappropriate.
2. Appropriate paving materials for patios and terraces include terra cotta, tinted concrete, brick, stone pavers, and concrete pavers. It is inappropriate for patios and terraces to directly abut driveways and function as intermittent parking; if such flexible use of a patio or terrace is necessary, follow the Guidelines in the Driveways and Parking Areas section.
3. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

NONCONTRIBUTING STRUCTURES

A noncontributing structure is a building that does not contribute to the District in relation to the West End's history and architecture. A non-contributing structure is any building, site, structure or object that was constructed outside of West End's period of significance or that has been so dramatically altered that the original style or material has been lost. The period of significance or the time period that most influenced the character of West End is between 1887 and 1930.

There are three different types of non-contributing structures.

1. Buildings constructed before 1930 that have been insensitively altered.
2. Buildings constructed after 1930 with individual historical or architectural significance.
3. Buildings constructed after 1930 with no individual historical or architectural significance.

All work on noncontributing properties that were built within the period of significance but have a loss of architectural integrity due to the loss of original fabric or heavy alterations will be reviewed with the hope of returning the property to a more congruous condition. The *Guidelines* are intended to guide property owners to more appropriate alternatives for a historic structure and prevent further inappropriate physical changes.

All work on noncontributing properties that have individual historical or architectural significance will be reviewed so that changes do not damage the style or architectural integrity of the structure. Changes will be evaluated so that they are made in the most sensitive manner, respecting the style and architectural features and details as much as possible.

All structures built after 1930 with no individual historical or architectural significance are reviewed somewhat differently than work proposed for a contributing building. The effect that a building alteration has on surrounding historic buildings and on the character of the area is the primary factor considered rather than the effect on the subject building itself. Such a perspective results in a higher level of latitude for change to this type of non-contributing building.

All work on noncontributing structures, other than Routine Maintenance, does require a COA. No matter what the reason for the non-contributing status, all properties are reviewed in the same manner regarding issues of the environment which could affect the character of the District as a whole.

GUIDELINES

1. Alterations to non-contributing buildings built before 1930 will be reviewed utilizing the *Changes to the Building Exterior* section of the *Guidelines*. Efforts shall be made to reverse any inappropriate changes made previously.
2. Additions, alterations, and rehabilitation of a non-contributing building shall be compatible with the style and character of the building or make the building more compatible with the District. Applications relating to these structures shall be reviewed per the Secretary of the Interior Standards for Rehabilitation.

3. Demolition of non-contributing buildings in the District will not be delayed if the demolition (a) will not adversely affect the character of the District and (b) the building has individual historical or architectural significance.
4. Located within the West End Historic Overlay District exist structures of individual outstanding architectural and/or historical significance which are not contemporary with the District's period of significance. Applications relating to these structures shall be reviewed per the Secretary of the Interior Standards for Rehabilitation.
5. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

ADDITIONS

Over the life of a building, its form may evolve as additional space is necessary or new functions are accommodated. Additions shall not compromise the character of the historic building or site, nor shall they destroy significant architectural features.

Additions should reflect the point in time of their construction and respect the architectural character and fabric of the historic building and its surroundings. Although the design should be compatible with the original building, an addition should also be differentiated from the principal building in some manner. For example, it can be differentiated from the original building through a break in roofline or wall plane, a change in materials, or simplified detailing. Additions must also adhere to all other applicable sections of these Guidelines.

Because of the significance of new additions and their impact on the character of the historic building, a Major Work Certificate of Appropriateness is required by law for all additions.

GUIDELINES

1. Locate an addition in an area of low visibility, usually at the rear elevation. More latitude in design and materials shall be given to an addition that cannot be seen from the street.
2. Locate additions so that the site topography and any character-defining site features are retained.
3. Design additions so that if they were removed in the future, the essential form and integrity of the original building would be retained.
4. Design new additions so that they are compatible with, yet differentiated from, the historic building.
5. Design new additions to be subservient to the principal building in size and scale. New additions shall not visually overpower the historic building. New additions shall not exceed the height of the principal building.
6. Construct additions so that highly visible character-defining features of the building are not destroyed, damaged, obscured, or radically changed.
7. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

NEW CONSTRUCTION

New construction shall be compatible with, yet differentiated from, historic architecture in the West End. It may be contemporary in style, or it may replicate a historical style. If replicating a historical style, new construction shall be differentiated from historic architecture by the use of materials, simplified detailing, scale, or another appropriate design solution.

Because of the significance of new construction and its impact on the character of the District, a Major Work Certificate of Appropriateness is required for all new construction projects.

The terms which follow will be helpful in planning a new construction project:

Lot coverage is the measure of the density of developed land along each block front and for each lot.

Setback is the distance from the edge of the right-of-way to the building facade. A strong and continuous streetscape is achieved by a uniform setback pattern.

Height is the vertical distance measured from the average elevation of the finished grade to the topmost section of the roof.

Spacing is the distance between adjacent buildings. A regular pattern of spacing adds strength and continuity to the streetscape.

Orientation is the position and placement of a building on a lot in relationship to the street.

Scale refers to the size of construction feature compared with the size of humans. Architecture at a human scale is characteristic of the District.

GUIDELINES

1. Site new construction to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of setback, orientation, spacing, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding historic buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with the surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new buildings that are compatible in material, subdivision, proportion, pattern, and detail with the windows and doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in the surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, and finish.
9. Design new buildings so that they are compatible with but discernible from historic buildings in the district.
10. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.

Moving significant buildings sometimes is the only alternative to demolition, and should be undertaken as a last resort only after all other preservation options have been thoroughly researched. Moving is an expensive undertaking and often results in a loss of integrity of setting and environment for the relocated building.

Relocation of a building and/or structures involves moving buildings into, out of, or within the District. This should be attempted only after thorough planning and preparation. The Historic Resources Commission should be consulted early in the planning stages. An application to relocate a designated building or structure within the West End cannot be denied, however the Historic Resources Commission may delay the effective date of the certificate of appropriateness for up to 365 days. (G.S. 160A-400.14)

GUIDELINES

1. Document the building and/or structure and site so that a permanent record of the building and/or structure is made prior to its relocation. Photography, measured drawings, and written documentation that portray the building and/or structure on its original site shall be provided by the applicant and made a part of the files of the Historic Resources Commission.
2. Protect the structural and architectural integrity of a building when it is moved into, out of, or within the District. The building, whenever practical, shall be moved as a single, intact unit. Partial or complete disassembly is inappropriate.
3. Choose a new location that has architectural compatibility. The impact that the relocation will have on nearby buildings shall also be considered, whenever practical. For relocation into or within the District, the Guidelines for New Construction shall be followed with special attention to orientation, lot coverage, spacing, setback, and site planning.
4. Clear the lot of construction debris and replant or otherwise maintain the lot once a building and/or structure has been fully removed from a site.

Demolition of historically and/or architecturally significant buildings within the District is inappropriate. While the Historic Resources Commission may not deny a Certificate of Appropriateness for demolition, the Commission can delay the demolition of a building for a period of up to 365 days. During this period, alternative methods for preserving the building shall be explored. Possibilities include adapting the existing building to the owner's needs, finding new owners willing to restore the building, contacting state and local preservation organizations to seek assistance, or relocating the building to another site.

An application for the demolition of a designated building or structure within the West End cannot be denied, however the Historic Resources Commission may delay the effective date of the certificate of appropriateness for up to 365 days. (G.S. 160A-400.14)

GUIDELINES

1. Demonstrate that attempts to save a building have been exhausted. If demolition is unavoidable, all significant architectural details shall be salvaged prior to demolition. Usable building materials shall be salvaged.
2. Document the building and site so that a permanent record of the building is made prior to its demolition. Photography, measured drawings of all elevations and floor plans, and written documentation that portray the building on its original site shall be provided by the applicant and made a part of the files of the Historic Resources Commission.
3. Clear the lot of construction debris and plant vegetation or otherwise maintain the lot once a building has been demolished.

A new use or the substantial rehabilitation of a historic building may require compliance with current standards for life-safety and accessibility by persons with disabilities. Both the North Carolina State Building Code and the Federal Americans with Disabilities Act of 1990 include some flexibility in compliance when a historic building or site is involved. Introducing items such as wheelchair ramps, fire exits, and fire stairs without damaging the original fabric of a historic building takes careful planning and usually requires consultation with experienced design professionals.

GUIDELINES

1. Meet accessibility and life-safety building code requirements in such a way that the site and the building's highly-visible, character-defining elevations, features, and finishes are preserved.
2. Design and construct new fire exits, stairs, landings, ramps, and elevators to be compatible with the scale, materials, details, and finish of the historic building.
3. Introduce fire exits, stairs, landings, ramps, or elevators in areas of low visibility. If site conditions preclude an access ramp in an area of low visibility, areas of high visibility can be considered. The design of the ramp must be sensitive to the character and massing of the existing structure.
4. Introduce new or additional temporary means of access or accessibility, if necessary, that are reversible and that do not compromise the design of a historic feature.
5. Any new ramps or other structures must be designed to be as unobtrusive as possible. Designs for these structures shall be simple.
6. If work is being proposed that is not addressed in any of the previous guidelines, the work will be reviewed based on its congruity with the District.